
Library Board Meeting Minutes

CALL TO ORDER & ATTENDANCE

Board President, Ms. Pamela Clark, called the Public Libraries of Saginaw Board Meeting to order on February 2, 2017, at 5:09 p.m., at Hoyt Main Library. Board members present were: Ms. Pamela Clark, Ms. Melissa Garcia, Ms. Tina Gutierrez, Mr. Ralph Martin, and Ms. Carol Selby. Ms. Ann Schneider Branch and Mr. Bob Johnson were absent. Present from the Public Libraries of Saginaw were: Ms. Karen Butler, Ms. Jennifer Harden and Ms. Maria McCarville.

PRESENTATION OF AGENDA

The President asked all present to review the agenda. There were no additions or corrections requested.

PUBLIC COMMENTS

Mr. Noel voiced his appreciation for the 2017 Board.

APPROVAL OF MINUTES

The President asked all to review the minutes of the January 5, 2017 meeting.

The President entertained a motion to approve the minutes of the January 5, 2017 Library Board meeting as presented. Mr. Ralph Martin so moved. Ms. Tina Gutierrez seconded the motion. The motion carried unanimously.

FINANCIAL MONTHLY REPORTS

Check Register Report

Ms. McCarville presented the PLOS checks list dated January 27, 2017 covering checks numbered 76412-76517, written from December 1—22, 2017, highlighting a number of items. There were no questions.

The President entertained a motion to approve the checks list dated January 27, 2017 as presented. Mr. Ralph Martin so moved, with a second by Ms. Tina Gutierrez. The motion carried unanimously.

Consolidated Expense Report

Ms. McCarville reviewed the expenditures through the end of December 2016. She noted the low percentages in Lines 320 and 321 Adult Books, and has urged the branches to keep spending. Line 342 Downloadables is 78.3% spent and very popular. We plan to add more funds to that line in the next budget. Line 534 Staff Training is 70.8% spent. She attended several conferences and three staff attended the MLA conference. She added that our children's librarians will attend a conference in April. There were no questions. She then reported on Zauel's expenses, noting that they are in good shape with their expenditures on target. There were no questions.

Revenue Report

Ms. McCarville advised that we received Personal Property Tax reimbursement in the amount of \$212,729.90 which was not expected or budgeted. She is working to determine which years the reimbursement covered so we can properly budget for next year. Ms. McCarville stated that revenues are where we expected them to be. There were no questions. She reported that Zauel's revenues are in good shape too. There were no questions.

The President recommended that the monthly reports be received and filed.

COMMITTEE REPORTS

Ms. Tina Gutierrez advised that the committee is working on updating the Board's Self Evaluation. They are in the process of condensing and streamlining it to make it more comprehensive. The committee will meet again tonight following the board meeting.

DIRECTOR'S REPORT

Ms. McCarville thanked the Board for support in budget and finances for staff development which allowed her to attend the ALA conference in Atlanta. She reviewed several of the events she was able to attend. Ms. McCarville noted that we have received tax forms and VITA volunteers will begin working February 6 (Mondays) from 4:00-7:00 p.m at Hoyt and Monday and Tuesdays from 9:00-3:00 at Butman-Fish. She mentioned that February is Black History Month and we will celebrate February 25 with our program at Hoyt. The READ-IN CHAIN will be held February 5th at Bethel AME Church. Our boiler project and the children's department move are both done and we have received positive feedback from the public. Amy Churchill and Beth Hale from Zauel will be presenting at Spring Institute in Frankenmuth on Maker Spaces. There was discussion on the 60's roof replacement. Ms. McCarville advised that we are getting an assessment on the project, we are continuing to monitor the roof and as the weather improves, it will be replaced. Mr. Martin asked about adding another member to the Building Committee. Ms. McCarville stated that we will be starting monthly visual inspections of the branches in order to do preventative maintenance. There were no questions.

OLD BUSINESS

There was no old business.

NEW BUSINESS

1.03 Meeting Room Policy

Ms. McCarville said there were no major changes to the policy, but since our meeting rooms are constantly in use, it was necessary to set priorities and clearly set rules. Added to the form is the total capacity of each room and an indemnify and hold harmless paragraph. She added that we need to change the name of the Zael meeting room to the Dr. Kurumety Room.

The President entertained a motion to approve the Investment Policy as presented with the renaming of Zael's meeting room. Ms. Tina Gutierrez so moved with a second by Ms. Carol Selby. The motion carried unanimously.

8.06 Policy for Check-Out Periods

Ms. McCarville mentioned that our DVD's are currently checked out for 3 days, but would like to change the loan period to one week. She stated that most books are loaned out for 3 weeks and can be renewed in person, by computer or by telephone after that.

The President entertained a motion to approve the 8.06 Policy for Check-Out Periods as presented. Mr. Ralph Martin so moved with a second by Ms. Carol Selby. There were no questions. The motion carried unanimously.

8.08 Telefacsimile Equipment Policy

Ms. McCarville advised that we currently charge \$2.00 per page for faxing, but would like to reduce the fee to \$1.00, which will cover our costs. We provide this service to our patrons and it would certainly be appreciated by them.

The President entertained a motion to approve the Telefacsimile Equipment Policy as presented. Ms. Carol Selby so moved with a second by Mr. Ralph Martin. There were no questions. The motion carried unanimously.

PR Update

Ms. Harden introduced herself to the Board noting that she has been hired to work full-time at Hoyt, 20 hours a week as a reference librarian and 20 hours a week doing marketing. She explained her work history and briefly reviewed the internal and external components she is using to apply to her job. She will apply to Leadership Saginaw, and is currently attending Rotary meetings. She reviewed the recent TV5 filming that was done at Hoyt.

Mr. Martin advised that he has looked for grants for sprinkler systems for historical buildings. His concern is a system for the lower level of the building, but would like to see the entire building equipped with sprinklers.

The meeting adjourned at 6:04 p.m.

Respectfully submitted,

Ralph Martin, Secretary
